

CHAPTER 33

GUIDELINES FOR PREPERATION OF OPENING BALANCE SHEET

INTRODUCTION

33.1 This chapter contains the guidelines and the formats for collating the information for the assets and liabilities mentioned hereunder. It would facilitate the preparation of the Opening Balance Sheet of the Urban Local Body (ULB).

DEFINITIONS

33.2 The definition of key terms referred to in this Report are provided below:

- a. Fixed Assets :comprise assets, which are meant for use by the ULB over an extended period of time. It includes Immovable Property such as Land, Buildings, Bridges etc. and Movable Property such as Vehicles, Plant and Machinery, Furniture & Fixture etc.
- b. Immovable Properties : consist of properties, which cannot be relocated.
- c. Movable Properties consist of properties, which can be relocated.
- d. Current Assets are comprised of items of a short-term nature (normally less than one year). Such items are usually used up in less than one year or converted into cash (or its equivalent) within a year. For instance, Property Tax Receivables, Water Charges Receivables, Inventory of medicines, consumables etc.
- e. Investments :comprise of financial assets resulting from investments of cash surpluses.
- f. Current Liabilities: comprise of the claims of external parties on ULB on account of any dues or other payables.
- g. Reserve Fund in the ULB represents amounts set aside and earmarked for meeting specific obligations and commitments. For instance, Pension Fund represents the amount set aside for meeting future pension liability.

33.3 The assets and liabilities for which guidelines and formats have been furnished are as under:

- a. Fixed Assets
 - Immovable Property
 - Land (Form 1) Building (Form 2)
 - Roads, streets, lanes and footpaths (Form 3)
 - Bridges, culverts, flyovers, subways and causeways (Form 4) Drains including underground drains (Form 5)
 - Water Works Distribution (Form 6) Public Lighting System (Form 7)
 - Lakes and Ponds (Form 8)
 - Capital Work-in-Progress (Form 9)
 - Movable Property
 - Plant and Machinery (including machinery of Water Works and Drainage) (Form 10) Vehicles (Form 11)
 - Furniture and Fixtures (Form 12)
 - Office Equipments (Form 13)
 - Other Equipments (Form 14)
 - Live Stock (Form 15)
- b. Investment Form 16)
- c. Current Assets
 - Cash Balance (Form 17) Bank Balance (Form 18)
 - Details of Advances paid to suppliers / contractors (Form 19)
 - Details of Loans & Advances to employees (Form 20)
 - Receivables (including Taxes, Water charges, Rent etc.) (Form 21)
 - Grants Receivable (Form 22)
 - Department - wise Inventory (Form 23)
 - Consolidated Inventory (Form 23A)
 - Details of Deposits made (Form 24)
- d. Loans Payable (Form 25)
- e. Unutilised Grants (Form 26)
- f. Reserve Funds (Form 27)
- g. Current Liabilities

Details of Deposits received (Form 28)

Bills and other payables details (Form 29)

GENERAL GUIDELINES

33.4 This section contains the general guidelines to be followed while preparing the formats for the assets and liabilities. Specific guidelines for any asset or liability, if required, have been mentioned on the formats.

33.5 As far as possible, all details should be collected department-wise and then consolidated to give an overall picture for the ULB. For instance, Form 12 - Furniture & Fixture, Form 13 - Office Equipment, Form 14 - Other Equipment, Form 15 - Livestock and other relevant forms shall be given to each of the dispensaries, hospitals, maternity homes, animal pound and other locations within the Health Department for collecting information of the assets there, which shall be then consolidated at the departmental level.

33.6 The ULB should form separate teams who would be responsible for collating information in the formats provided, within a specific time frame.

33.7 A Steering Committee comprising of Municipal Engineer, Executive Officer/Secretary & in case of Municipal Corporation the Head of the Accounts Department and Head of the Audit Department shall be responsible for coordinating the task of collecting information for each of the category of fixed assets. An illustrative list of the assets for which separate teams should be formed is as under:

Land

Buildings - the team should include a Civil Engineer or preferably a Structural

Engineer

Roads, Streets and Lanes - the team should include a Civil Engineer

Bridges, Culverts, Fly-overs, Subways and Causeways - the team should include a Civil Engineer or preferably a Structural Engineer

Furniture & Fixture, etc.

33.8 Separate teams may also be formed for collecting information for other category of the assets under the overall supervision of the Steering Committee. The information gathered should be signed by the members of the concerned team and authenticated by the members of the Steering Committee.

33.9 It is suggested that the Provisional Balance Sheet be prepared as on December 31 of the financial year, so as to facilitate a quick and efficient preparation of Opening Balance Sheet as on April 1 of the next financial year.

33.10 The General Guidelines to be followed for Fixed Assets have been arranged as General Guidelines for Immovable Fixed Assets and General Guidelines for Movable Assets.

GENERAL GUIDELINES FOR IMMOVABLE ASSETS

33.11 The General Guidelines to be followed for Immovable Fixed Assets are as follows:

- a. Conduct physical verification of the immovable assets.
- b. The information collated during physical verification should be cross verified with the existing records maintained for the said fixed assets, if any.
- c. Only such assets, whose ownership vests with the ULB, shall be considered for arriving at the list of assets of the ULB.
- d. Details of the assets, whether freehold or leasehold should be specified separately for each of the assets.
- e. Cost of acquisition / construction.

The cost of acquisition / construction should also include, in addition to the cost incurred in acquiring / constructing the said asset, the cost incidental to the acquisition / construction such as registration charges, stamp duty, consultancy charges (including legal charges) etc.

In case the cost of acquisition / construction is not ascertainable, an estimate of cost that would have been incurred for the acquisition / construction should be provided.

For assets funded out of grants, the cost of acquisition of the assets would be net of the grant proceeds utilised for the purchase of the asset.

In case an asset has been acquired / created free of cost, the asset should be recorded at a nominal value.

Cost of improvement : Any cost incurred for improvement of assets, which results in increasing the life or the utility of the asset, should be considered as an improvement cost. Expenses of a normal and routine nature incurred for the repairs and maintenance of assets should not be considered as an improvement cost.

- f. Date of Acquisition : The date of acquisition is the date on which the property

was legally vested with the ULB. In case of acquisition of fully constructed civil property, specify the estimated date when the construction of the structure. Also specify the date of acquisition of the said structure by the ULB.

- g. Mode of Acquisition: Specify whether the fixed assets have been purchased, constructed, transferred or gifted to the ULB or has been attached under any Act..
- h. From whom acquired: Specify the person / institution from whom the assets have been acquired.
- i. Reference of available title documents: It has to be ensured that all the relevant documents like title deeds, contracts, invoices etc. are available with the ULB. A reference of the same has to be provided in the formats provided. In case the original documents are not available, a duplicate set should be made.
- j. The following should be specified in the Remarks Column:
Source of finance for the acquisition / construction of the assets. Any restriction/covenants on the transfer of assets. Pending litigations in respect of the fixed assets. Any unauthorised use or encroachment on the fixed assets
- k. The Accounts Department shall provide appropriate depreciation for assets held by the ULB to arrive at the book values of the assets. Depreciation shall be provided at the rates and calculated up to the date of opening balance sheet from the date of acquisition / installation as the case may be as per the principles laid down under the chapter 20 on Fixed assets.

33.12 The General Guidelines to be followed for Movable Fixed Assets are as follows:

- a. Conduct physical verification of the movable assets. Allot an asset reference number to all categories of plant and machinery, vehicle, furniture, fixture and equipment (including office equipment).
- b. The information collated during physical verification should be cross-verified with the existing records maintained for the said fixed assets, if any.
- c. Cost of acquisition / construction is the same as discussed in para. 33.11 (e).
- d. Cost of improvement: Any cost incurred for improvement of vehicles such as building of body for buses, hearse vans, ambulances, fire brigades, etc.

should be considered as an improvement cost.

- e. Date of Acquisition: The date of acquisition is the date on which the property was legally vested with the ULB.
- f. Mode of Acquisition is the same as discussed in para. 33.11 (g).
- g. From whom acquire is the same as discussed in para 33.11 (h).
- h. Reference of available title documents. It has to be ensured that all the relevant documents like title deeds, contracts, invoices etc. are available with the ULB. A reference of the same has to be provided as per the formats. In case the original documents are not available, a duplicate set should be made.
- i. The following should be specified in the Remarks Column:
Source of finance for the acquisition / construction of the assets. Any restriction/ covenants on the transfer of assets. Pending litigations in respect of the fixed assets. Any unauthorised use of the fixed assets

GUIDELINES FOR DETERMINATION OF VALUE OF CURRENT ASSETS

33.13 In respect of Investments, Receivables, Other Current Assets, Loans and Advances, Borrowings/Loans payable, Unutilised Grants, Reserve Funds and Current Liabilities, the ULBs should compile the information required in the formats from the registers maintained by them currently. As far as possible, all details should be collected department-wise and then consolidated to give an overall position for the ULB.

33.14 The ULB shall also provide for income receivable, expenses payable, provisions for current assets, loans and advance as per the accounting principles prescribed in each of the chapters described earlier. These provisions shall also appear in the opening balance sheet as follows.

- All income receivable shall be carried forward as current assets
- All expenses payable shall be carried forward as current liabilities
- Provisions for aged receivables shall be as per the accounting principles and the respective assets shall be netted off for the same.

MUNICIPAL FUND

33.15 Once, the values of all the assets and liabilities are arrived, the ULB shall record the

net value or the balancing figure under the head "Municipal Funds".

TRANSITIONAL ISSUES

33.16 ULBs may encounter few of the transitional issues as illustrated below while transforming data from manual system of accounting to a computerised data environment:

- Availability of Historical Data
- Knowledge and Understanding capacity of Staff.

Director and ULBs shall develop a detailed implementation plan to ensure smooth shift to the new system. Sustainability shall also be addressed in the implementation plan.

ACCOUNTING ENTRY FOR INCORPORATION OF BALANCES IN THE OPENING BALANCE SHEET

33.17 The entry to be passed for incorporating the opening balances is given below:

Code of Account	Accounting Entry	Dr./ Cr	Debit Amount (Rs.) Illustrative figures	Credit Amount (Rs.) Illustrative figures	Books to be entered into
410-(b)	Fixed Assets (Specify the name of the assets for e.g. Buildings)	Dr.	500,000		Journal Book, Ledgers
412- (b)	Capital Work in progress	Dr.	300,000		
420/ 42- (b)	Investments (Specify the name of the relevant fund also)	Dr	100,000		
460-40-(a)	Advance to Suppliers	Dr	50,000		
460-(b)	Loans and advances	Dr	30,000		
430-(b)	Stock in hand	Dr	25,000		
431- (b)	Sundry Debtors	Dr	100,000		
440- (b)	Prepaid expenses	Dr.	10,000		
450-(b)	Cash and Bank Accounts	Dr.	60,000		
310-10-(a)	To Municipal fund (General fund)	Cr		454,000	
311-(b)	To Earmarked funds	Cr		80,000	
312- (b)	To Reserves	Cr		120,000	
330/331 – (b)	To Loans payable	Cr		150,000	
340-(b)	To Deposits (specify the nature of deposits)	Cr		25,000	
411- (b)	To Accumulated depreciation – Fixed assets (Specify the name of the asset for e.g. Buildings)	Cr		300,000	
432- (b)	To Provision for Sundry Debtors	Cr		15,000	

461- (b)	To Provision for Loans & advances	Cr		2,000	
360-10-(a)	To Provision for expenses	Cr		8,000	
350-(b)	To Other liabilities	Cr		21,000	

(a) Insert Detailed Head Codes of Account as applicable

(b) Insert Major and Detailed Head Codes of Account as applicable

Note: The individual accounts within the major account heads listed above shall be debited/credited in above. Journal voucher prepared for incorporation of account balances in the Opening balance sheet.

REVISION OF OPENING BALANCE SHEET

33.18 There may exist possibilities that certain assets and liabilities are identified after preparation of draft Opening Balance Sheet as well as after preparation of the first Balance Sheet subsequent to Opening Balance Sheet. In such case, the value of assets or liabilities identified should be directly incorporated in the Opening Balance Sheet (where first Balance Sheet subsequent to the Opening Balance Sheet is not prepared) or through the account. "Adjustments to Opening Balance Sheet" in the Balance Sheet for the period concerned. The amount of asset/liability should not be routed through the Income and Expenditure Account. An illustrative list of accounting entries required to be passed for incorporation of newly identified assets and liabilities are as under:

a. Incorporation of Land (e.g. Ground, Open Market, etc.)

Code of Account	Accounting Entry	Dr / Cr	Debit Amount (Rs.) Illustrative figures	Credit Amount (Rs.) Illustrative figures	Books to be entered into
410-10-(a)	Land	Dr	1,00,000		Journal Book , Ledger
310-10-(a)	To Adjustments to Opening balance sheet	Cr		1,00,000	

(a) Insert Detailed Head Codes of Account as applicable

b. Incorporation of Buildings (e.g. Art Gallery Building, Auditorium Building, etc.)

Code of Account	Accounting Entry	Dr / Cr	Debit Amount (Rs.) Illustrative figures	Credit Amount (Rs.) Illustrative figures	Books to be entered into
410-20-(a)	Buildings	Dr	10,00,000		Journal Book , Ledger
310-10-(a)	To Adjustments to Opening balance sheet	Cr.		10,00,000	

(a) Insert Detailed Head Codes of Account as applicable

c. Incorporation of Contractor Bills Payable in respect of maintenance of road

Code of Account	Accounting Entry	Dr / Cr	Debit Amount (Rs.) Illustrative figures	Credit Amount (Rs.) Illustrative figures	Books to be entered into
310-10-(a)	Adjustments to Opening balance sheet	Dr	10,00,000		Journal Book , Ledger
350-10-(a)	To Contractors Control Account	Cr.		10,00,000	

(a) Insert Detailed Head code of Account as applicable

33.19 This account “Adjustments to opening balance sheet will shown as an addition to the Municipal Fund at the time of preparation of the Balance Sheet.

33.20 While incorporating the value of newly identified assets and liabilities in the Balance Sheet, it should be ensured that details of these assets/liabilities have also been incorporated in the relevant registers such as Fixed Assets Register, etc.

Name of the ULB _____

LAND DETAILS as on

Sr	Specify if Lease hold/ freehold	Location	Survey no. of the land	Area (acre / sq. m.)	Date of acquisition	Cost of acquiring the land (Rs.)	Was the land subject to improvement such as filling, leveling etc. after acquisition? (Yes / No)	If yes, specify the details of improvement		Total Cost (Rs.)	From whom acquired	Mode of acquisition	Specify how land is being currently used	Give reference of the available title documents	Current market value (Rs.)	Remarks
								Date	Cost (Rs.)							
1	2	3	4	5	6	7	8	9	10	11 (7+10)	12	13	14	15	16	17

Notes

1. Details of all the land belonging to the ULB, irrespective of the fact, whether it is vacant or any structure has been constructed on that, should be included here.
2. Each plot of land should be identified separately.
3. Specify if land is industrial / agricultural / residential in Column 2.
4. Draw a sketch / boundary for each plot of land and annex it to the form.

Name of the ULB _____

BUILDING DETAILS as on

Sl. No	Description of the Building	Location	Survey no. of the land where building is located	Dimension of the Building			Number of Floors	Total sq. feet (carpet area)	Area of the land on which building is located (acre / sq. m.)	In case of property acquired, specify the estimated date of completion of construction alongwith date of acquisition by the ULB	In case of property constructed by the ULB, specify the date of construction	Cost of acquisition / construction (Rs.)
				Length	Breadth	Height						
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>

Was the building subject to any improvement such as renovation, extension or otherwise after acquisition? (Yes / No)	If yes, specify details of improvement		Total Cost (Rs.)	Specify the amount of depreciation provided on the building, if any (Rs.)	Written down value of the building after considering provision of depreciation (Rs.)	From whom acquired	Mode of acquisition	Specify how building is being currently used	Give reference of the available title documents	Current market value (Rs.)	Remarks
	Date	Cost (Rs.)									
<i>14</i>	<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i>	<i>25</i>

Note
Buildings should be categorised into municipal offices, residential quarters, godowns, shopping centres, hospitals, auditoriums, schools, swimming pool, temples, factory shed for water works and drainage system, library, slaughterhouse, market etc

Name of the ULB

ROAD, STREET, LANE AND FOOTPATHS DETAILS as on

Sr. no.	Name of the road, street and lane	Specify whether the road, street or lane is earthen, tar or concrete	Survey no. of land on which the roads, streets or lanes have been constructed	Dimension of the road, street or lane		Area (Sq. m.)	Date of acquisition / construction	Cost of acquisition / construction (Rs.)
				Length	Width			
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>

Sr. No.	Were the roads, streets or lanes subject to any improvement? (Yes/No)	If yes, specify the details of improvement		Total Cost (Rs.)	Specify the amount of depreciation provided, if any (Rs.)	Written down value after considering the depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
		Date	Cost (Rs.)							
	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i> (9+12)	<i>14</i>	<i>15</i> (13-14)	<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>

Note

1. Prepare ward-wise, area-wise list of roads, streets, lanes and footpaths.
2. Improvement would mean conversion of the road from one type of construction to another type of construction, for instance, conversion of a tar road into a concrete road or extension of the road, etc.
3. Specify the details of the footpaths annexed to the roads, streets or lanes immediately below the details of the said road, street or lane

Name of the ULB

BRIDGES, CULVERTS, FLYOVERS, SUBWAYS AND CAUSEWAYS DETAILS as on

Sr. no.	Description of the bridge, culvert, flyover, causeway or subway	Location	Survey no. of the land where structure is located	Dimension of the structure		Area of the land on which structure is constructed (acre sq. m.)	In case of property acquired, specify the estimated date of completion of construction along with date of acquisition by the ULB	In case property is constructed by the ULB, specify the date of construction	Cost of construction / acquisition (Rs.)
				Length	Breadth				
1	2	3	4	5	6	7	8	9	10

Sr. No.	Was the structure subject to any improvement such as extension or otherwise after acquisition?	If yes, specify the details of improvement		Total Cost (Rs.)	Specify the amount of depreciation provided on the structure, if any (Rs.)	Written down value of the structure after considering depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
		Date	Cost (Rs.)							
	(Yes / No)	12	13	14 (10+13)	15	16 (14-15)	17	18	19	20

Note: The commercial establishment annexed to the structures, if any should be included in the Building Schedule

Name of the ULB

DRAINS INCLUDING UNDERGROUND DRAINS DETAILS as on

Sr. no.	Description of the drain, specifying whether it is open or underground drain	Name of the road/street where the drains are located	Survey no. of the land where drains are located	Dimension of the structure			Area of the land where the drains are constructed (acre / sq. m.)	In case of property acquired, specify the estimated date of completion of construction along with date of acquisition by the ULB	In case property is constructed by the ULB, specify the date of construction
				Length	Breadth	Height			
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>

Sr. No.	Cost of construction / acquisition (Rs.)	Was the structure subject to any improvement such as extension or otherwise after acquisition? (Yes/No)	If yes, specify the details of improvement		Total Cost (Rs.)	Specify the amount of depreciation provided on the structure, if any (Rs.)	Written down value of the structure after considering depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
			Date	Cost (Rs.)							
<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i> (11+14)	<i>16</i>	<i>17</i> (15-16)	<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i>	

Notes:

- The details of the drains should be collated ward-wise.
- In column 2, in addition to specifying whether the drains are open or underground, also specify whether they are storm water drains or sewerage drains or for other purpose

Name of the ULB _____

WATER WORKS DISTRIBUTION DETAILS as on

Sr. no	Description of the water distribution system assets	Name of the road/street where the distribution assets are located	Survey no. of the land where distribution assets are located	Dimension of the structure		Area of the land where the distribution system assets are located (acre / sq. m.)	In case of property acquired, specify the estimated date of completion of construction along with date of acquisition by the ULB	In case property is constructed by the ULB, specify the date of construction	Cost of construction / acquisition (Rs.)
				Length	Diameter				
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>

Sr. No.	Was the structure subject to any improvement after acquisition? (Yes/No)	If yes, specify the details of improvement		Total Cost (Rs.)	Specify the amount of depreciation provided on the structure, if any (Rs.)	Written down value of the structure after considering depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
		Date	Cost (Rs.)							
	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i> (10+13)	<i>15</i>	<i>16</i> (14-15)	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i>

Notes:

1. In column 2, list down the water distribution asset details ward-wise.
2. Details of pipes, water storage tanks and transmission pipes should be provided here.

Sr. No	Name of the road/ Location	where the system is installed	Survey number of road	No. of lamp posts	Cost of acquisition and erection of lamp posts (Rs.)	Meters of cables used	Cost of acquisition and laying of cables (Rs.)	Total Cost (Rs.)	Specify amount of depreciation provided, if any (Rs.)	Written down value after considering depreciate provision (Rs.)	Year of acquisition/ installation	Acquired from whom	Mode of acquisition	Give reference of the available title documents	Remark
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8(5+7)</i>	<i>9</i>	<i>10(8-9)</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>	<i>16</i>

Note: Specify the details ward-wise

Name of the ULB

PUBLIC LIGHTING SYSTEM DETAILS as on

Sr No	Name of the road/Location	Survey number of road where the system is installed	Number of Lamp Posts	Cost of acquisition and erection of lamp posts (Rs.)	Meters of cables used	Cost of acquisition and laying of cables	Total Cost	Specify amount of depreciation, if any (Rs)	Written down value after considering depreciation provision	Year of acquisition/installation	Acquired from whom	Mode of acquisition	Give reference of the available title documents	Remarks
1	2	3	4	5	6	7	8 (5+7)	9	10 (8-9)	11	12	13	14	15

Note: Specify the details ward-wise.

Name of the ULB

LAKES AND PONDS DETAILS as on

Sr. No	Description of the lake and pond	Location	Survey no. of the land where it is located	Area of the lake / pond (acre / sq. m.)	Date of construction / acquisition	Cost of acquisition / construction (Rs.)	Was the lake / pond improved after acquisition? (Yes / No)	If yes, specify the details of improvement		Total Cost (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remark
								Date	Cost (Rs.)					
1	2	3	4	5	6	7	8	9	10	11 (7+10)	12	13	14	15

Note

In column 2, in addition to specifying the name and other relevant details of the lakes and ponds, also specify whether the lake or pond is used for portable purpose or for commercial activity

Name of the ULB _____

CAPITAL WORK IN PROGRESS DETAILS as on

Sr. no	Name of the project	Work Order number and Year in which sanctioned	Location of the Project	Estimated cost of the project (Rs.)	Cost already incurred on the project(Rs.)	Specify the source of finance from which project is being funded	Estimated date of completion of the project	Remarks
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>

Name of the ULB

PLANT AND MACHINERY DETAILS as on

Sr. no	Description of the plant and machinery specifying the 'make'	Capacity	Location	No. of shifts in use	Date of acquisition	Cost of acquisition / construction (Rs.)	Specify the amount of depreciation provided, if any (Rs.)	Written down value after considering depreciation provision (Rs.)	Date of commencement of operation	From whom acquired	Mode of acquisition	Give reference of the available title documents	Current market value (Rs.)	Remarks
1	2	3	4	5	6	7	8	9 (7-8)	10	11	12	13	14	15

Note:

1. The details of the plant and machinery should be given department-wise and location-wise.
2. In addition to the plant and machinery of a general nature, also specify the plant and machinery of the Water Works and Drainage Department.
3. Also specify the sub-station and transformers deployed for public lighting system within the ULB
4. Details of any improvements to the plant and machinery, which has resulted into increasing the capacity of the plant and machinery, should be mentioned separately.
5. In Remarks column, indicate whether the ULB has the ownership right to the property or have only operating rights.

Name of the ULB _____

VEHICLES DETAILS as on

Sr no.	Description of the vehicle specifying whether it is LCV, HCV or cars, jeeps etc. and its ' make'	Date of acquisition	Cost of acquisition (Rs.)	Was the vehicle subject to any improvement such as body extension or otherwise? (Yes/No)	If yes, specify the details of improvement		Total Cost (Rs.)	Specify the amount of depreciation provided, if any (Rs.)	Written down value of the vehicle after considering depreciation provision (Rs.)	Year of manufacture	Registration details	Engine No	Chassis No	From whom acquired	Mode of acquisition	available title documents	Give reference of the	Current market value (Rs.)	Rem.
					Date	Cost (Rs.)													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Notes:

1. In column 2, in addition to the normal description of the vehicle, also specify whether any structure has been added to the same, for instance, building of body for buses, ambulances, fire brigade, hearse van, etc.
2. In column 2, also specify the vehicle number

Name of the ULB _____

FURNITURE AND FIXTURES DETAILS as on

Sr. no.	Description of the asset specifying whether it is table, chair, cupboard, partition, safes vaults, cabinets, etc	Location / Department	Asset reference number	Date of acquisition	Cost of acquisition / construction (Rs.)	Specify the amount of depreciation provided, if any (Rs.)	Written down value after considering the depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks

Notes:

1. Prepare a separate list for each of the class of furniture and fixture, for instance, a separate list should be prepared for tables, chairs, cupboards, partitions, safe vaults, etc.
2. Asset reference number denotes any numbering / marking given to each piece of asset.

Name of the ULB _____

OFFICE EQUIPMENT DETAILS as on

Sr. no.	Description of the asset specifying whether it is photocopier machine, typewriter, air conditioner, water cooler, computer etc.	Location / Department	Asset reference number	Date of acquisition	Cost of acquisition / construction (Rs.)	Specify the amount of depreciation provided, if any (Rs.)	Written down value after considering the depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks

Notes:

1. Prepare a separate list for each of the class of office equipment, for instance, a separate list should be prepared for computer, photocopier machine, fax machine, telephone instruments, typewriter, air conditioner, water cooler, etc.
2. Asset reference number denotes any numbering / marking given to each piece of asset

Sr. No.	Description of the equipment details, specifying the make-n-model of the same	Location / Department	Asset reference number	Date of acquisition	Cost of acquisition / construction (Rs.)	Specify the amount of depreciation provided, if any (Rs.)	Written down value after considering the depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks

Notes

1. Specify here the details of the equipments other than plant and machinery such as hospital/maternity home/dispensary related equipments, playground equipment, club house/gymnasium equipment etc.
2. Details of the equipment should be collated department-wise and location-wise.
3. Asset reference number denotes any numbering / marking given to each piece of asset.

Name of the ULB _____

LIVESTOCK DETAILS as on

Sr. No	Specify location of the animal	Description of the animal	Specify number of animals	Specify amount paid for acquisition (Rs.)	Date of acquisition	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks

Notes:

1. Details of the animals should be collated location wise.
2. Each class of animal such as cows, buffaloes etc. should be identified separately

Name of the ULB _____
INVESTMENT DETAILS AS ON _____

Sr. no.	Specify the funds from which investment made	Specify the instrument (government securities/ bank deposit) where Investment made	Amount invested (Rs.)	Amount of interest receivable from the last receipt till the cut-off date (Rs.)	Remarks

For Column 5 - Please compute the interest between the period of last receipt of interest till the cut-off date, even if the interest has not become due, or the instrument has not matured.

Name of the ULB _____

CASH BALANCE AS ON _____

Sr. no	Specify the name of the department where cash is lying	Cash balance as per General Cash Book (Rs.)	Cash in hand physically verified as on cut-off date	Difference (3-4)	Remarks
1	2	3	4	5	6

Name of the ULB _____

BANK BALANCES AS ON _____

Sr.No.	Name of the Bank and Branch	Bank Account number	Specify the purpose for which the bank account is maintained	Balance as per General Cash Book (Rs.)	Remarks

Name of the ULB _____

DETAILS OF ADVANCES PAID TO SUPPLIERS / CONTRACTORS AS ON

Sr. no.	Specify name of the department in respect of which advance is paid	Name of the Supplier / Contractor to whom advance has been paid	Date when the advance is paid	Amount outstanding (Rs.)	Remarks

Note: This list should be prepared department-wise

Name of the ULB

DETAILS OF LOANS & ADVANCES TO EMPLOYEES AS ON _____

Sr. no.	Specify name of the department in respect of which advance is given	Name of the Employee to whom advance has been paid	Nature of advance	Date when the advance is paid	Amount of advance outstanding (Rs.)	Remarks

Note: This list should be prepared department-wise

Name of the ULB

RECEIVABLES DETAILS (Including Taxes, Water Charges, Rent etc.) AS ON

Sr. no	Specify name of the Department and/or Ward from where the demand is raised	Specify the description of the Receivables	Year-wise amount of Receivables		Remarks
			Year	Amount (Rs.)	

Note: This format should be prepared department-wise

Name of the ULB _____

GRANTS RECEIVABLE DETAILS AS ON _____

Sr. no.	Name of the Grant	Government sanction order no. specifying the amount of Grant receivable	Specify the year for which Grant to be received	Specify the amount of Grant due as per order of State Government (Rs.)	Remarks

Name of the ULB _____

INVENTORY DETAILS AS ON _____

NAME OF DEPARTMENT _____

Sr. no.	Name of Article	Quantity in Stock	Rate at which valued	Value of the inventory	Remarks

Examples of inventory

Health - Pesticides & Chemicals (Phenol, Powder) etc., Medicine, Test-tube, Injections etc. Electric Goods- Bulbs, Tubelight, Lampshade, Holder, Starter, Choke, Condenser etc. Water - Meter, Pipes, Spare-parts etc.

Fire Brigade - Fireman pipe, Nozal, Spare-parts etc.

Vehicle - Tyres, Tubes, Horsepipe, Spare-parts, Bulb, Bearings etc. Office Stationery - Forms, Register etc.

Name of the ULB _____

INVENTORY DETAILS AS ON _____

CONSOLIDATED STATEMENT OF INVENTORY

Sr. No.	Name of the department	Value of the inventory	

Note: This statement will be compiled departments/ stores- wise from the Form 22 filled separately by each of the departments/ stores.

Name of the ULB _____

DETAILS OF DEPOSITS MADE BY THE CORPORATION/ COUNCIL AS ON _____

Sr. no.	Description of the Deposits made by the Corporation/ Council	Amount of Deposit (Rs.)	specify whether interest is receivable on deposit made (yes/no)	If yes, specify the amount of interest earned from the date of last receipt to cut off date	Remarks

Name of the ULB _____

LOANS PAYABLE DETAILS AS ON _____

Sr. No.	Specify the name of the Institution from whom the loan is received	Specify the purpose for which the loan is received	Specify the outstanding amount of loan (Rs.)	Specify the amount of interest payable from the date of last payment till cut-off date	Specify if any penal interest levied by the lending institution on undischarged amount of loan repayable	Remarks

Name of the ULB _____

UNUTILISED GRANTS DETAILS AS ON _____

Sr. No.	Name of the Grant	Government sanction order no. specifying the amount of Grant received	Total amount of Grant received (Rs.)	Balance amount of Grant to be spent (Rs.)	Specify if the time for the utilisation of the Grant has lapsed (Rs.)	Remarks

Note: Purpose for which the grant is received should be captured alongwith the name of the grant in column number 2

Name of the ULB _____

RESERVE FUND DETAILS AS ON _____

Sr. No	Name of the reserve fund	Balance to the credit of reserve fund as on cut-off date (Rs.)	Remarks

Name of the ULB _____

DETAILS OF DEPOSITS RECEIVED AS ON _____

Sr. No	Department in which deposit is received	Description of the Deposit received	Name of the depositor	Amount of Deposit (Rs.)	Remarks

Note:

- (1) The format should be prepared department-wise.
- (2) Details of the same nature of deposits received should be recorded together. (e.g.- In case of PWD - all the Earnest Money Deposit received should be recorded together; all the Security Deposit received/ deducted from the supplier/contractor bill should be recorded together.

Name of the ULB _____

BILLS & OTHER PAYABLES DETAILS AS ON _____

Sr. No.	Name of the supplier / contractor	Specify nature of payables	Amount payable (Rs.)	Specify name of the department procuring the material or incurring the expenditure	Remarks

Note:

If more than one contract is given to the same supplier/ contractor than specify nature of each bills/ expense payable in separate line for that party

